



City of Des Moines, Washington

JOB DESCRIPTION



SURFACE WATER MAINTENANCE SPECIALIST

Regular, Full-time

Salary Grade: T-16

FLSA Status: Overtime Eligible

Union Status: Teamsters

EEO Category: Service Maintenance

Nature of Work

Under the general direction of the Public Works and Parks Maintenance Superintendent, this position performs skilled and technical work. Responsibilities include performing manual and semi-skill tasks in the installation, repair and maintenance of streets, surface water drainage facilities, parks and recreation grounds, and/or City buildings and facilities. This position is primarily assigned to the Surface Water Maintenance Division, but may assist other divisions as needed. In addition,, this position is responsible for helping coordinate the organization, and maintenance activities for the asset management program. Specifically, this position will be coordinating the inspection and repair activities utilizing the Asset Management System (AMS).

Essential Functions

- Coordinates the activities of the City's asset management program for the SWM Maintenance Division utilizing the Cityworks Asset Management System (AMS).
- Works closely with the Asset Program Coordinator to provide assistance and leadership for maintenance in surface water utilities.
- Coordinates with the Asset Program Coordinator on updates to the surface water conveyance system from major projects and repair activities utilizing the AMS.
- Performs installation, maintenance, troubleshooting, and repair of City streets, storm drainage systems, parks, buildings, and other City structures and facilities as assigned.
- Performs maintenance and construction of storm drainage systems by installing and cleaning culverts, catch basins, ditches, and drainage facilities; and inspecting retention and detention facilities; installs and cleans catch basins and culvert pipes.
- Enters confined spaces.
- Performs preventative maintenance and minor adjustments to equipment.
- Locates City infrastructure for One-Call.
- Removes and disposes of trash.
- Organizes and assembles materials and equipment necessary for tasks.
- Maintains accurate records and completes service requests.
- Assists in the development of programs to improve efficiency or to track activities.
- Performs responsible installation, repair, maintenance, and construction of City streets and right-of-ways; repairs potholes and sidewalks; seals pavement cracks and performs patching; spreads sand and removes snow; removes and disposes of trash; trimming and removal of vegetation.
- Maintains City parks and recreation grounds; mows, edges, and applies pesticides and fertilizer to landscaped areas; maintains turf, trees, shrubs, athletic fields, and play

equipment; installs, repairs and maintains irrigation systems, plants and maintains flower beds; rakes leaves, prunes and trims trees, and repairs fences as needed.

- Operates departmental equipment, including but not limited to pickups, tractor mower, brush cutter, backhoe, boom truck, front-end loader, grader, roller, dump truck, snow plows, tractor, chipper, chain saws, weed eaters and other handheld power tools.
- Assists other divisions with tasks as needed.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

Knowledge of:

- Cityworks and the City's utilization of the surface water maintenance module.
- The operations of the City's municipal infrastructure, specifically the surface water conveyance system.
- Working knowledge of GIS including data collection and entry.
- Current equipment, materials, procedures, and methods used in general maintenance and repair of storm drainage systems and construction work.
- Basic engineering principles applicable to surface water maintenance and operations.
- Surface storm water systems repair and maintenance techniques and procedures.
- City, state, and federal safety regulations.
- Occupational hazards and standard safety practices.
- The safe and proper use of basic hand and power equipment.
- Applicable traffic laws, ordinances, and rules.
- Equipment, materials, procedures, and methods used in maintaining and operating traffic control devices.
- Basic traffic control principles.
- Applicable work standards, codes, environmental requirements and related regulations.
- Operation of light vehicles and bucket trucks.

Ability to:

- Effectively apply the methods, operations and activities of street, storm drain, and park maintenance programs.
- Operate and repair a variety of equipment in a safe and effective manner.
- Comprehend basic electrical wiring diagrams.
- Perform heavy manual labor under varying weather conditions.
- Meet the physical demands of the position in the work environment.
- Demonstrate safety and responsibility in all aspects of employment.
- Operate City vehicles, including commercial vehicles, observing legal and defensive driving practices.
- Demonstrate skill in the use and operation of equipment and tools such as hand diggers, shovels, portable power augers, and pavement breakers, safely and efficiently.
- Understand and accurately perform basic mathematical computations.
- Neatly and accurately prepare written reports and records.

- Read, understand, and interpret engineering plans, specifications, and work orders, and to direct activities based on such information.
- Understand instructions and follow standards, guidelines, procedures, and policies.
- Learn and demonstrate ability to become proficient in new procedures, operations, systems and equipment.
- Work independently.
- Direct crews when necessary.

Education and Experience Requirements

- Graduation from high school, GED, vocational school or equivalent; and
- Experience utilizing an asset management software system in a maintenance environment; or
- Any combination of experience and training which demonstrates possession of the required knowledge, skills and abilities.
- Cityworks asset management software experience preferred.
- Working knowledge of GIS including data collection and entry preferred.

Special Requirements

- Possession of a valid Washington State Class A Commercial Driver's License (CDL).
- Pre-employment, random, and post-accident drug and alcohol testing are required for this position.
- Successful completion of pre-employment background check and criminal history check.
- Possession of a good driving record, and ability to maintain throughout employment.
- Possession of a valid First Aid/CPR card, or obtain within three months of hire date, and ability to maintain throughout employment.
- Possession of a current Washington State Department of Transportation Traffic Flagging Card, and ability to maintain throughout employment.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- The incumbent works in a shop and field environment. Work may be on 24-hour call, day and night, indoors or outdoors, and may be hazardous. Work is primarily performed in an outdoor environment in a variety of weather conditions, and for an extended period of time. The work environment may include uneven and unstable walking surfaces, tripping hazards, moderate noise levels, dust, grease, smoke, fumes, gases, chemicals, pesticides, traffic, and heavy equipment.
- The physical activities include the use of finger and hand dexterity, and require the ability to sustain repetitive hand motion associated with the operation of hand and power tools and other equipment. The use of eye sight to inspect work sites, read and follow instructions and regulations is required. Incumbent must also have the ability to hear and understand verbal and/or written instructions, the ability to communicate. The position requires the ability to drive to various work locations. The position is subject to prolonged physical exertion and hazardous road conditions. The incumbent must have the ability to endure periods of working in a bucket truck at heights of up to 30 feet from the ground level, and the ability to

walk, bend, kneel, dig for extended periods, crouch, reach, lift, carry, climb ladders, stand, sit, etc., in order to perform the duties associated with the job. The incumbent will occasionally lift, push, and pull objects up to 50 pounds single-handedly and 200 pounds with assistance.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Established 2017.